



**PROGRAM DEVELOPMENT/
AD- HOC REVIEW COMMITTEE MEETING
NOTICE/AGENDA**

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DATE: October 22, 2012

TIME: 10:00 am – 11:00 am

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA
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San Diego, CA 92108
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Requests must be received by 5:00 pm October 17, 2012.*

AGENDA

- | | |
|-----------------------------------|------------------|
| 1. CALL TO ORDER | L. Cooley |
| 2. ESTABLISHMENT OF QUORUM | L. Cooley |
| 3. WELCOME/INTRODUCTIONS | L. Cooley |

4. PUBLIC COMMENTS

*This item is for members of the public only to provide an opportunity to comments and/or present Information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

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|---|------------------|
| 5. APPROVAL OF OCTOBER 8, 2012 MINUTES | L. Cooley |
| 6. REVIEW OF JAY NOLAN COMMUNITY SERVICES
RESPONSE TO AD HOC COMMITTEE QUESTIONS | M. Polit |
| 7. RECOMMENDATION TO COUNCIL ON FUNDING
JAY NOLAN COMMUNITY SERVICES PROPOSAL | All |
| 8. ADJOURNMENT | L. Cooley |

Draft
Ad Hoc Program Development Review Committee
Meeting Minutes
October 8, 2012

Attending Members

Lisa Cooley (Chair)
Jonathan Clarkson
Olivia Raynor
Robin Hansen
Jennifer Walsh

Members Absent

Molly Kennedy
Patty O'Brien
Daniel Boomer

Others Attending

Mark Polit
Kristie Allensworth

1. **Call to Order** - Lisa Cooley called the meeting to order at 2:05 p.m.
2. **Established a Quorum**. Lisa Cooley established a quorum.

3. **Welcome and Introductions**

Members and staff introduced themselves.

4. **Public Comments**

There were no public comments.

5. **Selection of Committee Chair**

Jonathan Clarkson moved and Jennifer Walsh seconded to name Lisa Cooley as committee chair. Passed unanimously.

6. **Review of Jay Nolan Community Services Proposal**

The scope of the Ad Hoc Committee was reviewed and is limited to review of the Jay Nolan Community Services (JNCS) proposal for deliverables and

evaluation component. The Ad Hoc committee, upon review of the proposal and clarification from JNCS, could recommend to the Council funding of the grant or denial of funding.

After considerable discussion and review of the JNCS proposal, the committee agreed to recommend the proposal for funding, if the applicant agreed to contract terms (listed below) and adequately explained how their proposal addressed the following issues:

- (1) **Systems Change** – The applicant should describe the link between their proposal and systems change that furthers the employment of people with I/DD. This includes the role that LAUSD will play in the project.
- (2) **Replication** – The applicant should summarize the proposal's components and deliverables that lend itself to replication by others in California.
- (3) **Sustainability** – The applicant should explain how the approach in their proposal could be sustained.
- (4) **Disability Characteristics** – The applicant should describe the nature of the disabilities of the people that this project seeks to serve, to ensure a range of disabilities served.

Should the Council vote to fund this grant proposal, the contract between the Council and the grantee for this proposal should include the following elements that address deliverables, outcomes, and the Council's ability to track progress:

- (1) **Quarterly Reporting** – Quarterly reports shall include progress on outcomes as described in the proposal, progress vs. the timeline for the project as contained in the proposal, roles and activities of team members during that period, tools that have been used or developed, and a discussion of what is working and not working.
- (2) **Ownership of Project Deliverables** – Forms, training material, and other materials developed for this project will be the property of SCDD to allow us to disseminate the materials freely.
- (3) **Web Location** – The proposal states that all materials will be posted on the JNCS website. Materials should at a minimum be posted on the SCDD website or an independent site.

(4) Baseline Data - The applicant agencies (JNCS and Easter Seals) will provide baseline data for the previous three years, so that project outcomes can be compared to the usual rate of job placement for these agencies.

(5) Duration – Since the project would not start until January (three months into the FY), the SCDD can specify a three month extension for expenditures of funds awarded for FY 2012/13. In this way the grantee will have approximately 12 months (January to December 2013) for expenditure of funds.

7. Set Agenda and Date of Next Meeting

The next meeting will review the response from JNCS and determine if the committee will recommend the proposal to SCDD for funding. A meeting date was not set.

8. Adjournment

The meeting was adjourned at 3:55 p.m.